

**CLASS TITLE:****SUPERINTENDENT  
(R.I. TRAINING SCHOOL FOR YOUTH)****Class Code: 02567700****Pay Grade: 45A****CLASS DEFINITION:****EO: A**

**GENERAL STATEMENT OF DUTIES:** To be responsible for the administration and operation of the Rhode Island Training School for Youth (residential and rehabilitation components) in regard to establishment of policy and the overall daily planning, development, direction and supervision of personnel and programs; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the administrative direction of the Executive Director with considerable latitude for the exercise of initiative and independent judgement; work is reviewed through consultation, observation and written reports; reports to the Executive Director the conformance or compliance of assigned personnel in regard to the institution's objectives, policies, instructions, directives, court orders, accreditation objectives and standards and rules and regulations.

**SUPERVISION EXERCISED:** Plans, directs, and evaluates the effectiveness of programs and operations; confers with and advises administrators on the overall functioning of the programs.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To be responsible for the administration and operation of the Rhode Island Training School for Youth (residential and rehabilitation components).

To be responsible for all custodial, correctional and rehabilitative policies and programs of the institution.

To be responsible for all fiscal and human resource matters that pertain to the educational component.

To be responsible for the coordination of assignments given to the Deputy Superintendents for Administration and Programs.

To be responsible for the care, custody and control of the residents in all units as directed.

To be responsible for the training of personnel to ensure that the best possible care, custody and rehabilitative services are provided to the resident's individual and collective needs.

To be responsible for budget preparation and in directing the operations expenditures of the institution.

To assist the Executive Director and Director in the negotiations and administration of the labor contracts with the several bargaining agents.

To maintain an effective public relations program which will provide and understanding of the Training School's policies, functions and objectives of the various programs.

To work with civic and religious organizations providing social, rehabilitative and youth services to the community.

To review existing laws, proposed legislation, rules and regulations and make recommendations to the Executive Director.

To direct and coordinate any similar programs which may be assigned.

To attend various meetings and conferences as required.

To do related work as required.

**REQUIRED QUALIFICATION FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A thorough knowledge of the practices and techniques of residential, correctional care, and the ability to apply such knowledge in the planning, development, direction, supervision, evaluation and improvement of services for adjudicated or non-

adjudicated, wayward and delinquent youth within a residential setting; the capability to incorporate all service within an institution involved in programs for the care, custody, and control of adjudicated and non-adjudicated youth; a knowledge of clinical techniques and the ability to apply them to youth within and institutional setting; the ability to plan, organize, supervise, direct and coordinate the work of personnel within the residential component; a thorough knowledge of the principles and practices of residential management and the ability to apply such knowledge in the day-to-day operations of an institution; the ability to plan and direct the execution of fiscal and management method studies and the composition of reports thereon; a thorough knowledge of office methods and procedures analysis and the ability to apply such knowledge; the ability to motivate the staff to cooperative attainment of the Department's goals; the ability to plan, coordinate, supervise and review the work of a subordinate staff; the ability to administer an effective public relations program; the ability to maintain an effective working relationship with subordinates, associates and supervisors, and with the public and private agencies; and related capacities and abilities.

### **EDUCATION AND EXPERIENCE:**

Education: Such as may have been gained through: Possession of a Master's Degree from a recognized institution of higher learning in Social Work, Psychology or Public Administration, preferably with a concentration in Correction or Child Welfare; and

Experience: Such as may have been gained through: considerable employment in an administrative/managerial position within a public or private juvenile correctional facility involving overall management of operations;

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: June 14, 1992

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